

~~CONFIDENTIAL~~

MEMORANDUM FOR THE RECORD:

18 May, 1951

A meeting was held on May 18 in the office of the Chief of Procurement, at which the following were present:

Document No. 006
 No Change in Class ☒
☐ Reclassified
 Class. Changed To: TS S C
 Auth: WII 70-2
 Date: NOV 2 1978 By: 613

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The following points were discussed and agreed upon:

Agreed that the originals will be submitted of all invoices passed on by the supplier and supporting documents for payment.

* All invoices must be supported by check numbers or other evidence of payment.

Agreed that the Agency will go ahead and process the account we have on hand for March on Contract PSC-97 on the basis that the contractor will transfer the check numbers to the originals of the invoices and when a field inspection is made, the carbon copies will be exchanged for the originals by the Agency. This is to be effective from December 1, 1950 to April 30, 1951. All invoices processed after April 30 will be supported prior to forwarding to Washington, with original invoices showing evidence of payment.

Agreed that when an invoice is desk-audited and it is found necessary to make a suspension or disallowance, that it shall at that time be accomplished. The balance or amount found due the contractor will be promptly certified. The contractor will within thirty days after receipt of the suspension statement, take action to clear up the questionable item or items whether it be in the form of change order to the contract, support, or explanation and the invoice will then be submitted as a separate item, referenced to the billing period in which the deduction was accomplished. March billings will be processed for payment by Wednesday, May 23, 1951.

It is anticipated that upon prompt submission of future billings by the contractor, that payment will be accomplished within ten working days on all Agency processed accounts. On those accounts where Treasury checks are drawn, approximately three weeks will be required from date of receipt of proper invoices.

APPLIES TO UNVOUCHERED CONTRACTS

UNVOUCHERED CONTRACT

UNVOUCHERED CONTRACT

VOUCHERED CONTRACTS

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Orig. to

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PSC-97 File

Asst. to Chief of Procurement

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* = VOUCHERED + UNVOUCHERED CONTRACTS

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